

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 2  
**Mtg. Date** June 16, 2015  
**Dept.** City Manager's Office

**Item Title:** Fiscal Year 2015-16 City Calendar

**Staff Contact:** Corinne Russell, Human Resource Analyst

**Recommendation:**

Approve the Fiscal Year 2015-16 City Calendar ( <b>Attachment A</b> ).
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**Item Summary:**

The Lemon Grove Personnel Policies Manual establishes the Holiday Schedule for employees and the method of compensating them for holidays that fall on weekends or scheduled days off. Staff presents the proposed Fiscal Year 2015-16 City Calendar (**Attachment A**) for City Council approval.

The following holidays conflict with scheduled days off during Fiscal Year 2015-16:

- July 4<sup>th</sup> (falls on a Saturday)
- Day after Thanksgiving (falls on a scheduled Friday off)
- Christmas Day (falls on a scheduled Friday off)
- New Years Day (falls on a scheduled Friday off).

The proposed calendar assigns the holidays that conflict with scheduled days off as follows:

- July 4, 2014 apply to ½ day to December 24 and ½ day to December 31, 2015.
- November 27, 2015 (day after Thanksgiving) apply to December 28, 2015
- December 25, 2015 (Christmas Day) apply to December 29, 2015
- December 31, 2015 (New Years Day) apply to December 30, 2015.

This proposed calendar would result in City Hall being closed between Thursday December 24, 2015 and Thursday January 1, 2016. City Hall will be open for business Monday December 21 through Wednesday December 23, 2015. If approved, the FY 2015-16 City Calendar will be posted on the City's website and made available at City Hall.

**Fiscal Impact:**

None.

**Environmental Review:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Not subject to review        | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section [      ] | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None                     | <input type="checkbox"/> Newsletter article   | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting |   |

**Attachment:** A. City of Lemon Grove Fiscal Year 2015-16 Calendar



# Attachment A

City of Lemon Grove -- Fiscal Year 2015-16 Calendar						
July-15						
S	M	T	W	T	F	S
			1	2	C	H
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	30	C	
August-15						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	24	25	26	27	C	29
30	31					
September-15						
S	M	T	W	T	F	S
		1	2	3	C	5
6	H	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30			
October-15						
S	M	T	W	T	F	S
				1	C	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	C	31
November-15						
S	M	T	W	T	F	S
1	2	3	4	5	C	7
8	9	10	H	12	C	14
15	16	17	18	19	C	21
22	23	24	25	H	H	28
29	30					
December-15						
S	M	T	W	T	F	S
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	1/2H	H	26
27	28	29	30	1/2H		
January-16						
S	M	T	W	T	F	S
					H	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	H	19	20	21	C	23
24	25	26	27	28	C	30
31						
February-16						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	H	16	17	18	C	20
21	22	23	24	25	C	27
28	29					
March-16						
S	M	T	W	T	F	S
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30	31		
April-16						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24	25	26	27	28	C	30
May-16						
S	M	T	W	T	F	S
1	2	3	4	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	24	25	26	C	28
29	H	31				
June-16						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	30		
C	Closed					
H	Holiday					